

# Adding Temporary Lodging Expense (TLE) to a PCS Claim

**Introduction** This guide provides the procedures for adding Temporary Lodging Expense (TLE) to a PCS claim.

**Before you begin** The TLE box **MUST** be checked in the What's Authorized tab of the orders to add it to your claim.

The screenshot shows the 'Travel Order' form for COASTIE, JACK. The 'What's Authorized' tab is selected. The 'Type of Order' is set to 'PCS'. The 'TLE' checkbox is checked and highlighted with a red box. Other options like 'Ship POV', 'Emergency TLE', 'DLA', 'Proceed Time', 'Separate COT Travel', and 'Household Goods' are also visible.

**Procedures** See below.

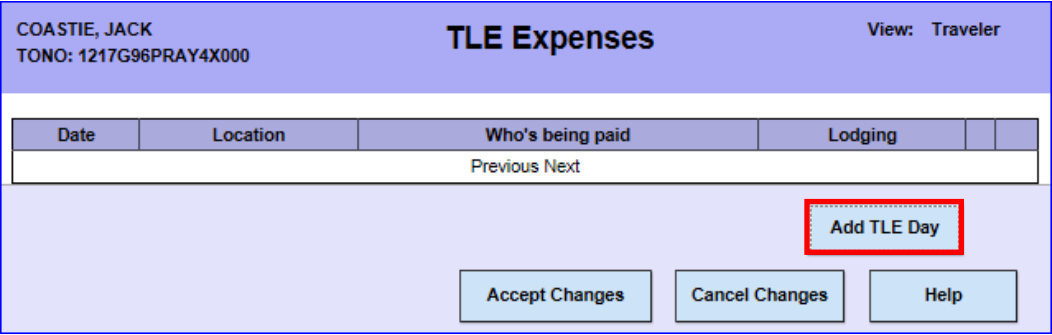

Step	Action
1	Select <b>TLE</b> from the drop-down and click <b>Add This Entitlement</b> .

The screenshot shows the 'Settlement Request' form for COASTIE, JACK. The 'Entitlements' tab is selected. The 'Type of order' is 'PCS' and the 'Type of Settlement' is 'Partial'. The 'Effective Date' is '2/10/2017'. A table lists entitlements: 'Enroute PCS Travel' and 'DLA (with Dependents)'. The 'TLE' dropdown is selected and highlighted with a red box, and the '<= Add This Entitlement' button is also highlighted with a red box.

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## Adding Temporary Lodging Expense (TLE) to a PCS Claim, Continued

### Procedures, continued

Step	Action
2	<p>Click <b>Add TLE Day</b>.</p>  <p>The screenshot shows the 'TLE Expenses' screen for COASTIE, JACK (TONO: 1217G96PRAY4X000). The 'View' is set to 'Traveler'. There is a table with columns: Date, Location, Who's being paid, and Lodging. Below the table are buttons for 'Add TLE Day', 'Accept Changes', 'Cancel Changes', and 'Help'. The 'Add TLE Day' button is highlighted with a red box.</p>
3	<p>Enter the first date of lodging. The <b>Date</b> cannot be a travel date and <b>MUST</b> match the receipt (which is required). Travel dates are calculated based on the effective date of orders. Ensure you are not claiming TLE on these days. The <b>Location</b> must be within 50 miles (or 2 hours roundtrip) of either the old PDS or the new PDS. <b>ONLY</b> enter the zip code of the old PDS or new PDS located on the orders (not the zip code of the hotel). For <b>Who's being paid</b>, check the box for each family member that stayed. Enter what was actually spent on <b>lodging</b> including taxes for the day specified. Click <b>Accept</b>.</p>  <p>The screenshot shows the 'TLE Expenses' screen for COASTIE, JACK (TONO: 1217G96PRAY4X000). The 'View' is set to 'Traveler'. The table has columns: Date, Location, Who's being paid, and Lodging. The 'Date' field contains '01/20/2017', the 'Location' is '66683 Topeka, KS, Shawnee', and the 'Lodging' amount is '101.00'. Under 'Who's being paid', four family members are listed with checkboxes: JACK, JILL COASTIE, JOHNNY COASTIE, and JACKIE COASTIE, all of which are checked. The 'Accept' button is highlighted with a red box. Below the table are buttons for 'Add TLE Day', 'Accept Changes', 'Cancel Changes', and 'Help'.</p> <p>The zip code determination is based on JTR 5434 – ‘Per Diem Rate is the locality based on the PDS (or designated place, Home of Record or initial follow on technical training, if applicable) location is used for TLE reimbursement.</p>

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## Adding Temporary Lodging Expense (TLE) to a PCS Claim, Continued

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### Procedures, continued

Step	Action												
4	<p>If the lodging location changes (old PDS vs new PDS), the member should remain in this TLE tab and just enter the new location and amounts vice going out and creating a new TLE tab. This can corrupt the claim. To add additional days, click <b>Add TLE Day</b>.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div><b>TLE Expenses</b><div>View: Traveler</div></div><table><tr><th>Date</th><th>Location</th><th>Who's being paid</th><th>Lodging</th><th></th><th></th></tr><tr><td>01/20/2017</td><td>66683 Topeka, KS</td><td>Member + 3 Dependents</td><td>101.00</td><td>Edit</td><td>Delete</td></tr></table><div>PreviousNext</div><div><div>Add TLE Day</div><div>Accept ChangesCancel ChangesHelp</div></div></div>	Date	Location	Who's being paid	Lodging			01/20/2017	66683 Topeka, KS	Member + 3 Dependents	101.00	Edit	Delete
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## Adding Temporary Lodging Expense (TLE) to a PCS Claim, Continued

### Procedures, continued

Step	Action																								
5	<p>The <b>Date</b> cannot be a travel date and <b>MUST</b> match the receipt (which is required), the <b>Location</b> must be within 50 miles (or 2 hours roundtrip) of either the old PDS or the new PDS. <b>ONLY</b> enter the zip code of the old PDS or new PDS located on the orders (not the zip code of the hotel). Check <b>Who's being paid</b>, enter what was actually spent on <b>Lodging</b> including taxes for the day specified. Click <b>Accept</b>.</p> <div><div>COASTIE, JACK TONO: 1217G96PRAY4X000</div><div><div>TLE Expenses</div><div>View: Traveler</div></div><table border="1"><thead><tr><th>Date</th><th>Location</th><th>Who's being paid</th><th>Lodging</th><th></th><th></th></tr></thead><tbody><tr><td>01/20/2017</td><td>66683 Topeka, KS</td><td>Member + 3 Dependents</td><td>101.00</td><td>Edit</td><td>Delete</td></tr><tr><td>01/21/2017</td><td>66683 Topeka, KS</td><td>Member + 3 Dependents</td><td>101.00</td><td>Edit</td><td>Delete</td></tr><tr><td><input type="text" value="02/14/2017"/></td><td>23704 Portsmouth, VA, Portsmouth</td><td><input checked="" type="checkbox"/> JACK <input checked="" type="checkbox"/> JILL COASTIE <input checked="" type="checkbox"/> JOHNNY COASTIE <input checked="" type="checkbox"/> JACKIE COASTIE</td><td><input type="text" value="125.00"/></td><td><input checked="" type="button" value="Accept"/> Cancel</td><td>Delete</td></tr></tbody></table><div>Previous Next</div><div><div>Add TLE Day</div><div>Accept Changes</div><div>Cancel Changes</div><div>Help</div></div></div>	Date	Location	Who's being paid	Lodging			01/20/2017	66683 Topeka, KS	Member + 3 Dependents	101.00	Edit	Delete	01/21/2017	66683 Topeka, KS	Member + 3 Dependents	101.00	Edit	Delete	<input type="text" value="02/14/2017"/>	23704 Portsmouth, VA, Portsmouth	<input checked="" type="checkbox"/> JACK <input checked="" type="checkbox"/> JILL COASTIE <input checked="" type="checkbox"/> JOHNNY COASTIE <input checked="" type="checkbox"/> JACKIE COASTIE	<input type="text" value="125.00"/>	<input checked="" type="button" value="Accept"/> Cancel	Delete
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## Adding Temporary Lodging Expense (TLE) to a PCS Claim, Continued

Procedures,  
continued

Step	Action																												
6	<p>Add more TLE days as needed by clicking the <b>Add TLE Day</b> button. When finished, click <b>Accept Changes</b>.</p> <div> <div> COASTIE, JACK  TONO: 1217G96PRAY4X000 </div> <div> <b>TLE Expenses</b> View: Traveler </div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Who's being paid</th><th>Lodging</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>01/20/2017</td><td>66683 Topeka, KS</td><td>Member + 3 Dependents</td><td>101.00</td><td>Edit</td><td>Delete</td></tr> <tr> <td>01/21/2017</td><td>66683 Topeka, KS</td><td>Member + 3 Dependents</td><td>101.00</td><td>Edit</td><td>Delete</td></tr> <tr> <td>02/14/2017</td><td>23704 Portsmouth, VA</td><td>Member + 3 Dependents</td><td>125.00</td><td>Edit</td><td>Delete</td></tr> </tbody> </table> <div>Previous Next</div> <div> <div>Add TLE Day</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div>	Date	Location	Who's being paid	Lodging			01/20/2017	66683 Topeka, KS	Member + 3 Dependents	101.00	Edit	Delete	01/21/2017	66683 Topeka, KS	Member + 3 Dependents	101.00	Edit	Delete	02/14/2017	23704 Portsmouth, VA	Member + 3 Dependents	125.00	Edit	Delete				
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7	<p>Click <b>Calcs</b>.</p> <div> <div> COASTIE, JACK  TONO: 1217G96PRAY4X000 </div> <div> <b>Settlement Request</b> View: Traveler </div> </div> <div> Type of order: PCS Covered from: 1/20/2017 to: 2/13/2017  Type of Settlement: Partial Type of Partial: Not a Partial </div> <div> Remit To Transactions <b>Entitlements</b> Computations Financial Remarks </div> <div> Travel Not Performed: <input type="checkbox"/> Effective Date: 2/10/2017 </div> <table border="1"> <thead> <tr> <th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr> </thead> <tbody> <tr> <td>Edit</td><td>Enroute PCS Travel</td><td>1/20/2017-2/13/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr> <tr> <td>Edit</td><td>DLA (with Dependents)</td><td>1/20/2017-1/20/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr> <tr> <td>Edit</td><td>TLE</td><td>1/20/2017-2/14/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr> </tbody> </table> <div> TLE &lt;= Add This Entitlement </div> <div> Back Next Manage Images Receipts SAVE Cancel Help </div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/20/2017-2/13/2017	Validated Data	Delete	Calcs	Comp	Edit	DLA (with Dependents)	1/20/2017-1/20/2017	Validated Data	Delete	Calcs	Comp	Edit	TLE	1/20/2017-2/14/2017	Validated Data	Delete	Calcs	Comp
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## Adding Temporary Lodging Expense (TLE) to a PCS Claim, Continued

Procedures,  
continued

Step	Action																												
8	<p>This will show you what you will actually be <b>paid</b> for TLE. The system automatically calculates your TLE based off the JTR computation and the PDS zip code entered. Click <b>Done</b>.</p> <div> <div>COASTIE, JACK TONO: 1217G96PRAY4X000</div> <div><b>TLE Expenses</b></div> <div>View: Traveler</div> </div> <div>Audit Remarks</div> <div>Done</div> <table border="1"> <thead> <tr> <th>Date</th><th>Locality Rate</th><th>Lodging</th><th>M&amp;IE</th><th>Max M&amp;IE &amp; Lodging</th><th>Maximum TLE</th><th>Paid</th></tr> </thead> <tbody> <tr> <td>01/20</td><td>142</td><td>101</td><td>76.5</td><td>177.5</td><td>290</td><td>177.5</td></tr> <tr> <td>01/21</td><td>142</td><td>101</td><td>76.5</td><td>177.5</td><td>290</td><td>177.5</td></tr> <tr> <td>02/14</td><td>142</td><td>125</td><td>76.5</td><td>201.5</td><td>290</td><td>201.5</td></tr> </tbody> </table> <div>Previous Next</div>	Date	Locality Rate	Lodging	M&IE	Max M&IE & Lodging	Maximum TLE	Paid	01/20	142	101	76.5	177.5	290	177.5	01/21	142	101	76.5	177.5	290	177.5	02/14	142	125	76.5	201.5	290	201.5
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# Adding Temporary Lodging Expense (TLE) to a PCS Claim, Continued

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## Procedures, continued

Step	Action															
10	<p>If you get this warning upon saving your claim, verify that none of your TLE dates are travel dates, then click <b>OK</b>. You might need to click <b>SAVE</b> again to continue.</p> <div><div>System Notification</div><div>TLE days overlap Enroute Travels for one or more individuals being paid. Ensure there is enough elapsed time between PDSs when per diem is not payable</div><div>OK</div></div>															
11	<p>After saving your claim, you might be asked to Certify your TLE. <b>Check the boxes</b> and click <b>Certify</b>.</p> <div><div><table><thead><tr><th></th><th>From Date</th><th>To Date</th><th>Description</th><th>Amount</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>1/20/2017</td><td>1/21/2017</td><td>TLE Lodging at 66683 Topeka, KS for at least</td><td>202.00</td></tr><tr><td><input checked="" type="checkbox"/></td><td>2/14/2017</td><td>2/14/2017</td><td>TLE Lodging at 23704 Portsmouth, VA for at least</td><td>125.00</td></tr></tbody></table></div><div><div>Certify</div><div>Later</div><div>Cancel</div><div>Help</div></div></div>		From Date	To Date	Description	Amount	<input checked="" type="checkbox"/>	1/20/2017	1/21/2017	TLE Lodging at 66683 Topeka, KS for at least	202.00	<input checked="" type="checkbox"/>	2/14/2017	2/14/2017	TLE Lodging at 23704 Portsmouth, VA for at least	125.00
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